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TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
November 1, 2017 at 10:00 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

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**Frequently Used Acronyms Attached

Members Present:

Derek Bradshaw, MAR   Don Disselkoen, MAC – **Vice-Chair**
Gary Mekjian, MML   Jonathan Start, MTPA/KATS – **Chair**

Support Staff Present:

Rob Balmes, MDOT   Josh Ross, DTMB/CSS
Tim Colling, MTU, via Telephone   Gloria Strong, MDOT
Polly Kent, MDOT

Members Absent:
Rob Surber, DTMB/CSS

Public Present:
None

1. Welcome – Call-to-Order – Introductions:
The meeting was called to order at 10:02 a.m.

2. Changes or Additions to the Agenda:
None

3. Public Comments on Non-Agenda Items:
None

4. Consent Agenda:

    4.1. - Approval of the November 1, 2017 Meeting Minutes (*Action Item*) (Attachment 1) – J. Start
    D. Bradshaw made a motion to approve the meeting minutes of November 1, 2017; G. Mekjian seconded the
    motion. The motion was approved by all members present.

    4.2. – TAMC Financial Report (Attachment 2) – R. Balmes
    Nothing new to report. Roger Belknap will review the report at the 1:00 p.m. TAMC meeting today.

5. Correspondence and Announcements – J. Start:

    5.1. – TAMC Spring Conference, May 22, 2018, Grand Traverse Resort and Spa *(Action Item)* -
    G. Mekjian/G. Strong
    The TAMC Spring Conference will be held in collaboration with the APWA conference at the Grand Traverse
    Resort and Spa in Acme, MI (Traverse City). Support staff will be cross promoting the two conferences as
    well as changing the TAMC flyer to cross market both events. D. Bradshaw made a motion to make a
    recommendation to the full Council for TAMC to hold their annual Spring Conference on May 22, 2018 the
    day prior to the APWA conference (May 23, 2018) at the Grand Traverse Resort and Spa; D. Disselkoen
    seconded the motion. The motion was approved by all members present.

Action Item: Support staff to bring this forward to the full Council for their final approval at this afternoon's meeting.

5.2. – List of Upcoming TAMC Activities (Support Staff Seeking Council Members to Attend.) (Attachment 3)

Support staff provided a list of TAMC trainings and upcoming 2018 conferences to the ACE committee requesting their attendance and support at these events. At some conferences TAMC support staff will only have a booth. J. Start added the Transportation Bonanza Conference on February 8, 2018, to the list for information only. For the County Engineers Workshop TAMC will not have a booth. MTU is assisting with this workshop and will discuss with support staff whether or not to do a presentation. For the Michigan Bridge Conference it was suggested that Rebecca Curtis and Keith Cooper do a presentation on behalf of TAMC; for the MML Capital Conference it was suggested that TAMC have a booth; for MTA Conference it was suggested that Jennifer Tubbs do a presentation on behalf of TAMC; for the APWA Conference TAMC will do a booth and also possibly do a presentation; for the MTPA Conference J. Start will speak with the Education Committee about whether or not TAMC will be able to have a booth and/or do a presentation. D. Disselkoen did not feel it was necessary for TAMC to have a booth or do a presentation at the MAC Legislative Conference in March or the MAC Conference in August. He felt the subjects of the conferences were not relevant to TAMC. CSS has provided the dates and locations for their IRT training sessions to support staff. Support staff will create an updated listing of the 2018 conferences and share with Council members the dates and locations so that Council members can review and select conferences that work best for them to attend on behalf of TAMC.

Action Item: MTU will provide the finalized PASER training schedule to R. Belknap.

Action Item: Support staff will consolidate the training schedules from CSS and MTU with the list of conferences, and provide to Council members to select dates that will work with their schedules to attend on behalf of TAMC.

5.3. – LTAP's *"The Bridge"* Newsletter Article Schedule – TAMC ACE Committee Second Quarter 2018

Vicki Sage, MTU staff, will review the IRT article in the near future. The next article will be completed by the Bridge Committee for the first quarter and the ACE Committee will be responsible to write the article for the second quarter. An idea for the article was to promote the 2018 TAMC Spring Conference in conjunction with APWA. The Committees will speak with MTU prior to writing their articles to assure it is written in the format and addresses the audience that MTU requires. Support staff will assist the committees with writing their articles.

Action Item: Support staff to finalize the IRT article with V. Sage when she returns from medical leave.

Action Item: Bridge Committee to write the next article for the first quarter.

Action Item: Ace Committee to write the next article for the second quarter; possible topic will be the 2018 TAMC Spring Conference in conjunction with APWA.

6. Review and Discussion Items:
6.1. – 2018 TAMC Awards – P. Kent (Attachment 4)

The request for 2018 TAMC Award nominations will be posted on the TAMC Website to encourage people to make nominations for the awards. P. Kent felt that the criteria as established in the past were the components of an asset management plan instead of actual award criteria. The ACE Committee decided to keep the criteria as is for 2018 to keep it as simple as possible as it is already a challenge to get nominations. They will consider changing the criteria in the future. The committee agreed that the name of the award is

the "Organization Achievement Award," and not the "Organizational Achievement Award." D. Bradshaw suggested that each TAMC member be required to give two award nominations. It was agreed by the committee that each member must be prepared to bring two award nominations to a specified TAMC meeting. This is to encourage Council members to be active in the solicitation of award nominees. There was a suggestion to use the data that is being collected to help make some selections. It was encouraged to look at organizations as well as individuals. Some agencies have made significant good changes and they should be acknowledged and we should document how they have made those changes.

Action Item: Support staff will correct the award criteria description to keep the name consistent, and will bring back data on the "most improved" organizations for the committee's consideration and discussion.

6.2. – FY 2019 TAMC Budget Preparations – J. Start

The Metropolitan Planning Organizations (MPO's) have just recently updated their work programs with the new TAMC activities and J. Start suggested that the budget not be changed until 2019 to see how the MPOs handle their 2018 budgets and get better estimates on costs associated with the new TAMC activities. The committee would like TAMC to think about how TAMC can collect data in different ways that will help our local agencies and keep them involved. It was suggested to have a subcommittee work on this. This subject will be added to the agenda for the TAMC Strategic Planning Session being held on June 6, 2018. We need to look at agencies that have spent less than 80% of their budget. Staff can reach out to them in possibly January to find out what their plans are for 2018. There are approximately 1-6 agencies that fit in this category. It is best to contact them early in the year as opposed to waiting until August when it is too late and we discover they are not spending their allotted funds as anticipated and then everything is finalized.

Action Item: Support staff to add to the June 6, 2018 Strategic Planning Session agenda other ways that TAMC can collect data and how this may affect our budget. Staff support will provide a summary sheet of agencies that spent less than 80% of their budget for review at the January meeting.

6.3. – ACE Committee Items for the June 6, 2018 TAMC Strategic Planning Session

The committee would like to add an agenda item to the June 6, 2018 Strategic Planning Session agenda:

> The ACE Committee is interested in creating a subcommittee to review how TAMC can collect data in different ways. They will also need to think about how the collection of this data will affect the budget. The MPOs and RPOs costs are fluctuating and the committee wants to be sure that the regions are given directions about what they can charge to TAMC. Quality control is part of this. We have in the past given money to local road agencies. Now the local road agencies request additional monies for the collection of local data from their MPO or RPO, if necessary. This change has been addressed in the new Data Collection Policy recently approved.

The Data Committee also had an item that they would like added to the Strategic Planning Session agenda:

> They would like to discuss TAMC's involvement with Asset Management Plans. What is TAMC mandated to do with Asset Management Plans? Can TAMC insist agencies create and/or provide TAMC with an Asset Management Plan for their agency? How involved does TAMC want to get with suggesting agencies have an Asset Management Plan or at least a process? Or, should TAMC stop suggesting agencies have an Asset Management Plan? What did TAMC state to the State Transportation Commission about Asset Management Plans when we requested the addition $250,000 in funding?

Action Item: Support staff will add the two items to the Strategic Planning Session agenda.

Action Item: P. Kent will discuss this with Dave Wresinski, MDOT, to discuss how to make MDOT's charges for data collection more consistent and predictable.

6.4. – Michigan Technological University/Technical Assistance Update – T. Colling

MTU will hold the Asset Management Plan Pilot Workshop in Lansing next week. There are 25 attendees representing rural, city and county people. MTU has been working with that group to get the data entered.

The Bridge Asset Management Plan Workshop will be held tomorrow in Gaylord, Michigan.

6.5. – Michigan Center for Shared Solutions – M. Holmes/J. Ross

6.5.1. – Website Updates

CSS support staff met with John Estill on getting all of the past information on the previous Website transferred over to the new Vignette TAMC Website. MDOT support staff noticed that several items were not transferred over or were missing and CSS found most of the information in a CSS file and will upload next week. After J. Ross has uploaded all of the information from the file, he will contact MDOT support staff and review to assure all meeting minutes and information are accounted for on the Website. If not, MDOT support staff will work with CSS to get everything necessary uploaded. CSS will add a "Meeting Minutes" link to the Website that will lead the viewer to one area holding all of the draft meeting minutes, agenda packets, and approved meeting minutes. CSS will also add a link to MTU trainings. Having a link will assure that the viewer will have up-to-date information on MTU trainings.

Action Item: CSS will work with MDOT support staff and get the TAMC Website updated with all past 2017 TAMC full council and committee agenda packets and draft and approved meeting minutes by end of next week.

Action Item: CSS will add a "Meeting Minutes" link to the TAMC Website.

Action Item: CSS will add a link to MTU trainings by end of next week.

6.5.2. – Dashboard Updates

CSS discovered some data discrepancies that occur because agencies are alphabetizing data differently, such as St. and Saint, Mt. and Mount, using commas, etc. and that changes the data order. CSS is looking at a way for all agencies to enter consistently. CSS will have before the May 22, 2018 TAMC Spring Conference all of the bridge and bridge comparison, and pavement and pavement comparison updates completed.

6.5.3. – IRT Compliance Report – R. Balmes (Attachment 5)

No updates were given. The Data Committee had a discussion regarding what they would like to see in the report and what they would like to add.

Action Item: Dave Jennett will identify agencies that have been given an extension and how that compares to their IRT compliance.

6.5.4. – IRT Training and Schedule (Attachment 6)

The IRT training dates have been set and are out on the TAMC Website. CSS has also sent out the training schedule on eGov. J. Ross provided a sign-up sheet to the Committee and will also share it with the full Council this afternoon for Council members to sign up to attend and give a nine-slide PowerPoint presentation. There is also be a brief question and answer session following the presentation. CSS is doing a training in Traverse City next week and understands that it is a short notice but would like a Council member to possibly attend. He can also set it up where instead of actually being physically present the Council member can call into the training.

The last date to upload data is December 8, 2017. Users are allowed to upload their PASER data in other ways instead of just Shapefile. Once they upload their data, they get a feedback statement saying "this is what you have just uploaded" but it does not say it is approving the data. The user is now being allowed to see their own previous data showing what TAMC has approved in the past. CSS would like to place a disclosure after data entry stating that this may or may not be accepted until it has been approved through our Quality Control process. The ACE Committee decided to not place a disclosure just a statement that "This is the information that you have uploaded."

CSS will release the IRT Version 2.3 on December 20, 2017.

Action Item: CSS will submit the sign-up sheet to the Council members to attend the IRT trainings.

Action Item: CSS will modify the feedback statement in the IRT.

Action Item: CSS will release the IRT Version 2.3 on December 20, 2017.

7. **2017-2019 TAMC Work Program – P. Kent:**
    7.1. –Prioritize ACE Committee Assignments from November 1, 2017 TAMC Meeting (Attachment 7)
    P. Kent provided a list of ACE assignments from the TAMC Work Program and requested that the committee prioritize the list and provide a priority rating of High, Medium or Low to each work product. TAMC Awards, Legislature Brochure combined with Develop Asset Management "One Pager" and Continued Education with Legislature were given a High priority by the committee. Annual Report Marketing and Social Media Platforms were given a Medium priority, TAMC Awards Evaluation and Update Selection Process and Informational Tools, such as two 90-second videos or a YouTube Video, were given low priority (address in 2018). For the Continued Education with Legislature it was suggested that CRA, MITA, MML, or some other associated organization hold the Legislative Reception so it does not reflect on MDOT as lobbying. If the Committee looks at re- exploring Social Media usages such as, Facebook, Instagram, etc., they must also figure out how to make sure the information provided and shared is accurate, does staff have the additional time to do this on a regular basis, who will keep the media platforms up-to-date, etc.?

    Action Item: P. Kent will update the list and bring these items back to committee as they move forward.

8. **Public Comments:**
None

9. **Member Comments:**
D. Bradshaw made a motion to change the ACE Committee Meeting times forward to 10:30 a.m.; D. Disselkoen seconded the motion. The motion was approved by all members present. J. Start will assure that the meetings adjourn in a timely manner. TAMC meetings are held at 1:00 p.m. on the same days as the ACE Committee meetings.

10. **Adjournment:**
The meeting adjourned at 12:02 p.m.. The next meeting will be held January 3, 2018 at 10:30 a.m., 2700 Port Lansing Road, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY

RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

DRAFT